

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 2, 2000**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday June 2, 2000, at 11 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. John Griggs of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss auxiliary laboratory certification with California Laboratory Accreditation Program personnel as guests.*

INTRODUCTION

Dr. Griggs opened the meeting by asking the attendees to introduce themselves to announce their presence at the teleconference.

ACCREDITATION PROCESS FLOWCHART

The committee discussed issues before the California guests arrived concerning the development of a new flowchart that represents the NELAC laboratory accreditation process and time frames of all components of the process of laboratory accreditation. Dr. Griggs mentioned an existing flowchart used in the past and will bring copies to the upcoming Sixth NELAC Annual Meeting for committee members to use as a guide or example in developing an updated flowchart.

AUXILIARY LABORATORY CERTIFICATION

There was discussion of the Chapter 4 wording concerning the accreditation of auxiliary laboratories. Dr. Griggs stated that currently Chapter 4 leaves the decision of defining auxiliary fixed-base laboratories up to the individual primary accrediting authority. The chapter also contains language which addresses auxiliary mobile laboratories. The guests from the California Laboratory Accreditation Program were explaining that California defines an auxiliary laboratory facility by five criteria, including:

1. supervision by a common laboratory director,
2. the auxiliary facility must be a stationary building owned by the same entity as the main laboratory facility,
3. the distance that facilities can be located apart from each other,
4. an auxiliary laboratory cannot be located in another city than the main facility, and
5. sample shipment to or from an auxiliary laboratory does not compromise sample integrity.

The two groups discussed attributes and shortcomings of both systems, legal loopholes and special case situations that complicate the issue of defining an auxiliary laboratory facility. Dr. Griggs requested that the California Laboratory Accreditation Program representatives forward suggestions on defining auxiliary laboratory facilities for consideration at the upcoming Sixth NELAC Annual Meeting.

CHAPTER 4 - NELAC Standards

4.1.1.1 Definition, Technical Director(s)

The California Laboratory Accreditation Program guests suggested that the basic educational requirement for any technical director be a bachelor of science degree. This topic was tabled until the next meeting as there was not enough time for a full discussion of it by the committee and guests.

Additions/Comments to Double Underline - Strikethrough Version of Proposed Changes to Chapter 4

There were no additions or comments from any of the committee members present.

NOMINATION OF NEW COMMITTEE MEMBERS

Dr. Griggs announced that the resumes of three potential Accreditation Process Committee nominees would be sent to the committee members before the next meeting for discussion during that call.

ADJOURNMENT

Dr. Griggs adjourned the meeting after closing discussions of the agenda items.

ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 2, 2000

Item No.	Action	Date to be Completed
1.	The committee will draft an updated and expanded Accreditation Process flowchart.	After NELAC 6

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 2, 2000**

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